



Department of Education  
Region 6-Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
City of Kabankalan

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**DIVISION MEMORANDUM**

No. 150, s. 2018

**TO: CHIEFS OF CID AND SGOD  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

**FROM: MA. LORLINIE M. ORTILLO, CESO VI**  
*[Signature]*  
Schools Division Superintendent

**SUBJECT: ORIENTATION ON THE POLICY GUIDELINES ON THE COLLECTION OF DATA/ INFORMATION  
REQUIREMENTS FOR BOSY 2018-2019 IN THE LEARNER INFORMATION SYSTEM (LIS) AND  
ENHANCED BASIC EDUCATION INFORMATION SYSTEM (EBEIS)**

**DATE: AUGUST 3, 2018**

1. DepEd Order No. 32, s. 2018, issues the enclosed Policy Guidelines on the Collection of Data/Information Requirements for Beginning of School Year 2018-2019 in the Learner Information System (LIS) and Enhanced Basic Education Information System. These guidelines on data collection of basic education statistics and encoding online submission in the LIS and EBEIS serves as guide to all personnel involved at all governance levels.
2. In this regard, the Schools Division Office of Kabankalan City through the Planning and Research Unit will conduct an orientation on the said guidelines at the Division Conference Hall which will start at 8 o'clock in the morning on the following schedules:
  - a. August 7, 2018: Batch 1 (Districts of Kabankalan I & II-Elementary)
  - b. August 15, 2018: Batch 2 (Districts of Kabankalan III & V-Elementary)
  - c. August 23, 2018: Batch 3 (District of Kabankalan IV-Elementary)
  - d. August 28, 2018: Batch 4 (Public Junior and Senior High Schools)
3. Participants to this activity are the Public Schools District Supervisors, School Heads of Public Elementary and Secondary Schools.
4. Foods and other incidental expenses incurred in the conduct of the said activity shall be charged against National Budget (Financial Assistance to Regional and Division Offices for Implementation of EBEIS and LIS for SY 2018-2019) subject to usual accounting and auditing rules and regulations.
5. Participants to this activity are advised to bring copy of DepED Order No. 32, s. 2018 and the Government Elementary, Junior High School, Senior High School Profile template for your school, SY 2018-2019.
5. Immediate dissemination of and compliance with this memorandum is desired.